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16 September 1964

MEMORANDUM FOR: Assistant Director, Central Reference
THROUGH : SPA/AD/CR
SUBJECT : Impact of DARE System
REFERENCE : SPA/AD/CR Memorandum dated 4 September
1964; Subject: Final DARE Report

1. As requested by reference, the following comments regarding the impact of the DARE System upon the operations and services of the Document Division are submitted in the same order as outlined in Paragraph 8 of reference:

a) The elimination of the typing of multilith mats for the Intellofaxed reports will save 8 typists; the elimination of the typing of "NODEX" source cards saves an estimated 2 1/2 typists. Against these savings must be charged the clerical and typing work required to prepare the first pages for the DARE operation.

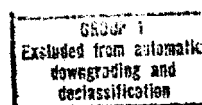
The discontinuance of title expansions on single page documents and the writing of abstracts will definitely save time, but it will be offset to some extent by the more exacting writing standards (for legibility) and the enrichment of the first pages to reflect needed bibliographic data.

The handling of routed documents might be slower - but we hope to handle these items separately (all in one folder each day) and should be able to prevent a slow down.

b) We believe the input will be more efficient with the DARE System; we also believe the reproduction of the first pages in lieu of the present bibliographic references will give the analyst more information than with our present system.

c) Reported by ^{25X1} MD/CR.

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d) The Document Division's operation will be more efficient due to the change in the flow of documents which will eliminate the need for typing multilith mats.

e) As stated in (a) above the substitutions of the DARE operation for preparation of source cards for the "NOINDEXED" reports saves the time of 2 1/2 typists. However, this is offset by the clerical work needed in LD to prepare the first pages and by the work in MD to punch and prepare the cards. The "DARE" source cards are certainly better than the former typed source cards and the hard copy gets into file much faster. There is a question whether a source card file, per se, is necessary, but that is to be considered separately.

f) The DARE System will permit input into the Intellofax System of material not now considered feasible. For instance items from FDL Summaries can be indexed and reproduced on the Intellofax cards for retrieval upon request and there will be no need for preparation of aperture cards nor source cards. Because of possibilities such as this, because of the decrease in overall processing time into the Intellofax file, and because of the ability to give the entire document to the analyst when it consists of only one page, we believe the DARE System will better OCR's service.

g) DD is ready to implement now.

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Chief, Document Division

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